



CITY OF REDMOND

Permit Center

15670 NE 85th Street
Redmond, WA 98052
(425) 556-2473
www.redmond.gov

FOR STAFF USE ONLY

Development #: _____ Date: _____

Project #: _____ App Expires: _____

Permit #: _____ Accepted by: _____

Type: _____ Payment method: _____

Sign and Banner Permit Application

Application and plans must be complete in order to be accepted for plan review.

Project Name/Tenant:		*Value of Construction:
Site Address:		Tax Parcel Number:
General Location:		Bldg, Unit, Suite Designation:
Contact Person:		Phone:
Mailing Address:	City State/Zip:	Fax #:
Firm or Company Name:		E-Mail Address:
Sign Contractor:		Phone:
Mailing Address:	City State/Zip:	Fax #:
State Contractor's License #:	Expiration Date:	City of Redmond Business License #:
Property Owner:		Phone:
Mailing Address:	City State/Zip:	Fax #:
Description of work to be done (Please be specific): _____ _____		
Quantity of signs: Wall _____ Monument _____ Banner _____		
Sign/Banner: Width _____ Height _____ Square Feet _____		
Is sign illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Wall Sign: Facade Width _____ Facade Height _____ 15% of Façade _____ Sign weight (each) _____		
Banner: Display Dates _____ Exact Wording _____		
Banner is for: Grand Opening <input type="checkbox"/> Business Anniversary <input type="checkbox"/> Major Sale <input type="checkbox"/> Color Scheme _____ <input type="checkbox"/>		
Monument Sign Linear Feet of Property Frontage _____ Sign Setback from Property Line _____ Building Square Feet _____		

***Value of Construction** – The value of construction shall include the prevailing fair market value of all labor, materials and equipment, whether actually paid or not, needed to complete the work.

Building Owner or Authorized Agent:

Signature: _____ Print Name: _____ Date: _____

Please visit our Web site at www.redmond.gov



CITY OF REDMOND APPLICATION REQUIREMENTS FOR SIGN REVIEW

Project Name: _____

Date: _____

The Applicant shall check each box below to confirm the item is included in the application.
A Sign Review Permit application packet shall include the following:

- ☐ 1. Complete sign permit application; noting size of the sign.
- ☐ 2. Elevations showing existing and proposed sign including dimensions, copy materials, building facade and dimensions for building mounted sign and other information to illustrate the proposal. Three copies are required one set must be a colored drawing. Photos of building elevations are required.
- ☐ 3. A site plan is required for freestanding sign showing existing and proposed sign with setbacks and other pertinent dimensions. Three copies are required. For freestanding sign, provide information that shows the relationship of the sign to setback, right-of-way and easement lines. If utilities lie within these easements, they should also be identified.
- ☐ 4. Foundation and structural details for freestanding signs and methods for fastening building mounted signs. Include the following:
 - A. Sign dimensions
 - B. Sign weight
 - C. Sign materials and material grades
 - D. Sign partial cross section showing attachment to building, ground and structural members (studs, beam, post, wall) and fastening method (bolts, screws, lags, nails, welds)
 - E. Show size, spacing and number of fasteners
 - F. Show all structural components of the sign itself (size included)
- ☐ 5. Additional information may be required if determined necessary for adequate review of proposed signage.

For further information, please contact the Permit Center at 425-556-2473.